LACEY MAKERSPACE USER AGREEMENT AND CODE OF CONDUCT

The Golden Rule; RESPECT ALL PEOPLE, equipment, and space.

At Lacey Makerspace (LMS), we are dedicated to cultivating a creative community where everyone—employees, volunteers, members, and guests—is treated with fairness, respect, and dignity. This commitment extends to all interactions within our space, on LMS-managed communication platforms, and at outside events. Our organization thrives on the diversity of perspectives brought by members from various backgrounds and abilities, enriching our community with innovation and collaboration.

This document serves as an agreement between Lacey MakerSpace (LMS), community members (Members), and class/workshop and other participants (Users). By participating in the LMS community, you agree to uphold these values, contribute to the collective success of the workspace, and abide by our policies. It is your responsibility to remain informed about any updates to our policies, which may be revised periodically to ensure a safe and inclusive environment for all.

OUR MISSION

We empower makers to bring ideas to life and cultivate an innovative economy through training on high-tech equipment in a regional workspace for learning new skills.

The foundation of our work relies on three main principles: Education, Inspiration and Community

- Education: Offering instruction on advanced design and fabrication tools to help thoughts become things.
- Inspiration: Promoting innovation and entrepreneurship, providing opportunities for individual and business growth.
- Community: Fostering collaboration and outreach as a hub of a larger innovative ecosystem of business and networking resources.

OUR VISION

To be a catalyst for regional economic growth by providing a portal to the modern world of workforce and economic development, fostering a culture of creative abundance.

OUR VALUES

Lacey MakerSpace is a safe community where makers of all ages and skill levels can engage in both self-directed and scheduled programming promoting creativity, problem solving, skill building and collaboration.

MAKERSPACE COMMUNITY GUIDELINES AND RESPONSIBILITIES

Liability Waiver Requirement

You must sign the liability waiver, either during the online New Member Safety Orientation or at the front desk, before participating in ANY activities at LMS.. By signing this waiver, you acknowledge that you have been made aware of and agree to familiarize yourself with and adhere to all LMS policies. This is a critical part of your participation in the MakerSpace community.

Code of Conduct

- **Be Safe!** Safety is everyone's responsibility. Always be aware of your surroundings, follow all safety protocols, and speak up if you see potential hazards.
- Be a respectful and positive member of the community, helping to promote our mission through your behavior and communication.
- Foster an inclusive environment by supporting and advocating for a welcoming space.
- Be mindful of others by keeping noise levels and disruptions to a minimum.
- Respect staff-only areas; do not sit at staff workstations or enter restricted areas.
- Follow posted hours, ensuring you allow sufficient time for clean-up before the space closes or before any scheduled events.
- Adhere to all posted signage and stay informed of updates through emails, Discord, posted signage, etc. This includes information about closures, restricted areas, equipment safety, and other important notifications.
- Everyone is responsible for maintaining a clean and organized workspace. Leave the space better than you found it.
- Be adaptable to others' needs when it comes to shared spaces and equipment.

GENERAL SAFETY GUIDELINES

Personal Safety

- Rest, pace yourself, and take breaks to avoid fatigue and accidents.
- If you are unwell, please avoid coming in. Do not engage with tools or machinery if you are feeling sick, fatigued, or otherwise unfit to operate them. This is to protect your health and the safety of others.
- If you appear physically, mentally, or emotionally impaired, LMS reserves the right to ask you to leave.

LMS staff and authorized volunteers may pause or stop your work at any time to give safety direction, including when an emergency or dangerous situation arises. You must follow these instructions immediately.

Proper Attire and Personal Protective Equipment (PPE)

- Due to the diverse nature of projects across all spaces and the potential for movement between them, **CLOSED-TOED SHOES ARE REQUIRED AT ALL TIMES.**
- Long pants are highly recommended to protect against debris and hazards. Jewelry, especially rings, bracelets, and watches, should be avoided.
- Loose, baggy, or threadbare clothing should not be worn as it could get caught in machinery.
- Long, loose sleeves and clothing with drawstrings must not be worn around machinery, and open, unzipped, or unbuttoned tops must be fastened before working around machinery.
- Long hair must be tied back securely while working to prevent entanglement in machinery or equipment.

- Ear protection is recommended in loud areas, with both over-the-ear headgear and earplugs available.
- Audio earbuds or headphones are not acceptable for use as PPE. Personal headphones or earbuds should be set to volumes that do not interfere with situational awareness and allow the wearer to hear and respond to others in the LMS.
- Eye protection is required at all times in the wood and metal shops and in all workspaces at LMS when hazards to the eyes may exist. ANSI Z87.1 certified safety glasses are provided and must be worn when operating equipment or performing tasks with potential eye hazards.
- Prescription glasses with polycarbonate lenses are acceptable. We strongly recommend snap-on side protectors for added safety. Wraparound glasses are required when working near significant equipment in the wood and metal shops.
- Never operate machinery under the influence of alcohol, drugs, or medications that may impair judgment.
- Always use the appropriate PPE for your specific task, as indicated by equipment signage or in-person training. Consult staff if unsure about safety gear or PPE requirements.

Machine Safety

- Maker must complete LMS-approved training before using any equipment, including any applicable online training course in the member portal, required in-person Basics courses, and the standard operating procedures (SOPs) posted at the equipment. If Maker is unsure about or uncomfortable with any equipment, Maker must consult LMS personnel before proceeding.
- Never leave a machine running unattended.
- Do not distract or talk to anyone actively operating machinery.
- Do not use complex tools without completing the LMS certification process and/or receiving authorization from LMS staff, instructors, or authorized volunteers. Training received outside of our space does not replace the requirement for LMS-approved training/certification on our tools and systems.
- Before operating any tool, users are encouraged to conduct a brief safety check based on the manufacturer's guidelines and LMS instructions to ensure it is set up properly for use.
- It is your responsibility to ensure the machine is set up safely before operating.
- Do not misuse machines. Always operate them as intended.
- Report any equipment issues or damage to staff immediately. Do not attempt to repair broken equipment yourself unless authorized.
- All tools and equipment must remain on LMS premises to ensure proper and safe use.

Emergency Protocol

- Familiarize yourself with fire exits, first aid kits, and the emergency procedure plan located in the lobby. These resources are critical in case of an emergency, and all users are expected to know where they are located.
- In case of injury, seek medical attention immediately and inform LMS staff. You may be required to complete or sign an incident report form depending on the severity of the injury.

Excessive Heat Policy

- Lacey MakerSpace monitors weather conditions during periods of high heat to ensure a safe environment for members, staff, and equipment. The Digital Lab and Textiles/Classroom are equipped with cooling; the Lobby, Offices, Woodshop, and Metal Shop do not.
- When outdoor temperatures exceed 90°F, interior temperatures in the unconditioned spaces can rise to unsafe levels. Out of an abundance of caution, LMS reserves the right to close individual

spaces, including the Woodshop and Metal Shop, while keeping climate-controlled areas open, or to close the entire facility for the remainder of the day if internal temperatures surpass a safe threshold anywhere in the building.
- LMS will provide notice through available channels, as we are reasonably able, whether closing individual spaces or the entire facility, and will manage capacity in the remaining open areas, including accommodating members already working on projects in a closed space when possible.
- This helps protect everyone's health and well-being while reducing the risks of extreme heat. During warm weather, stay hydrated, take breaks as needed, and ask staff about available refreshments.

Security and Surveillance
For the safety and security of Members, Users, staff, and property, security cameras are installed throughout the building's interior and exterior. These cameras actively record to monitor safety, ensure compliance with safety protocols, and protect LMS equipment and property.

If you feel unsafe or observe a security concern, please report it to LMS personnel, Lacey Police, or Saint Martin's University Public Safety immediately.

WORKSPACE RULES

To ensure LMS is an open, inviting place for everyone, we ask that you observe the following:

Workspace Etiquette
- Keep your workspace tidy. Return tools to their designated locations immediately after use.
- Clean up spills, sawdust, shavings, thread, and any other byproducts or waste promptly to prevent safety hazards.
- Sweep work surfaces and floors after completing your work.
- Dispose of materials and waste properly. Oversized items must be removed independently.
- Do not store personal projects or materials in general workspace areas without prior approval from staff.
- Store materials in designated areas to avoid tripping hazards or tool damage.
- Unattended items without proper identification may be disposed of.
- Be flexible and adjust your workspace to accommodate other users who may arrive with their projects throughout the day. If needed, respect requests from others to adjust your workspace, ensuring your activities do not interfere with their area.

Equipment Access Policy
- Only active Members may engage in work and use tools and equipment at LMS. Individuals participating in a class, workshop, or sanctioned event may use equipment related to those activities, but only after staff or the instructor reviews the proper safety procedures.
- Community members are required to take and pass all required training for all tools and equipment that can cause personal injury or be damaged through improper use. You may not access any such tools or equipment until you've completed and passed the required training.
- Anyone found operating tools or equipment without having received the proper training and/or been authorized by staff will be considered in violation of policy and subject to disciplinary action, including revocation of access privileges.

Equipment Reservation Policy
- Members in good standing are welcome to reserve time on certain equipment in advance.
- **All reservation fees are non-refundable.**

- Only one daily reservation and no more than three weekly reservations may be made on any single piece of equipment.
- You may not reserve and operate two pieces of equipment simultaneously.
- To continue working beyond your reserved time, request permission at least 15 minutes before your reservation ends. Staff approval is required.
- Begin packing up and cleaning your workspace 15 minutes before your reservation concludes and vacate the area, returning all equipment before your time expires.
- If you are more than 15 minutes late without notice, your reservation will be forfeited and made available to others on a first-come, first-served basis.

Class Attendance

- Basics classes are free for members, but slots are limited. LMS reserves the right to charge a $10 no-show fee to the card on file for members who register for a Basics class and don't attend.

Use of Outside Equipment, Tools, Materials, and Chemicals

- Any outside tools or materials that may present a risk to safety, or that could be incompatible with LMS equipment, require additional approval.
- Any liquids (e.g., sprays, finishing products, chemicals, or products of any kind) must be cleared ahead of time by LMS staff.
- You may be required to provide a current Material Safety Data Sheet (MSDS) for any materials, chemicals, or products you intend to use.
- Removal and/or disposal of said liquids are your responsibility. Improper disposal may result in disciplinary action, including revocation of access.

Use of Resources/Consumables

- Some consumables (e.g., sandpaper, glue, dust masks) are included with your membership and/or class fees and available for your use in the shops.
- If you anticipate using significant quantities of consumables, please consult with staff about restocking or charging your account. If LMS staff deem that an excessive amount has been depleted, they reserve the right to ask you to restock or contribute toward the cost of replenishing supplies.
- You may be asked to contribute to replacing machine consumables if damage is caused by neglect or misuse.

Badges

- Each Member receives a badge upon joining LMS. This badge is required for entry and to utilize equipment and must be worn at all times.
- Members must check in and out with their badge at the reception desk each visit. Badges are non-transferable.
- If you lose or forget your badge, you may obtain a temporary badge at reception. A $5 fee will be charged for the first replacement, and a $10 fee for subsequent replacements.

Food and Drink

- Food and drink are allowed in the Classroom/Textiles Lab and Digital Lab, but please ensure any surfaces where food was placed are cleaned and free of crumbs, spills, and grease.
- Water bottles with secure closures are acceptable in the wood and metals areas.
- **Do not eat or drink near any machines.**
- You may be responsible for repairing or replacing any damaged equipment as a result of not adhering to these policies.

Smoking and Substance Use

- Smoking, vaping, and the use of any substances—including tobacco, marijuana, e-cigarettes, vaping devices, and other inhalants—are prohibited inside LMS. Please ensure any smoking or vaping occurs at least 25 feet from the building.
- LMS maintains a drug-free environment. Any individual suspected of being under the influence of intoxicants will be asked to leave and may face permanent revocation of access.
- Possession or distribution of illegal drugs is not allowed and will result in immediate termination of access.

Project and Materials Storage

- Keep personal belongings and project materials clear of general workspaces and be mindful of 'project spread' while working around others. Lockers are available for rent; ask staff about availability.
- Store materials, tools, and scrap in designated areas to avoid creating tripping hazards or risking damage to tools.
- Do not store projects or materials anywhere without staff permission. Unattended items without identification may be disposed of or redistributed. LMS does not owe financial or material replacement of any work and/or materials left by an individual.

Facility and Equipment Availability

LMS periodically hosts activities with partners and external organizations to support our mission. Additionally, rooms or equipment may occasionally be unavailable due to repairs or maintenance. In either case, LMS reserves the right to restrict access to specific rooms, equipment, or areas of the facility during regular open hours. When possible, we will provide notice through available channels, including email, Discord, and posted signage.

Guests

- Active Members may, on occasion, bring a non-member as a guest to assist with light tasks (e.g., gluing, carrying materials) or to observe.
- All guests must be approved in advance by LMS staff. This ensures that we can accommodate their visit and ensure that they follow our policies and guidelines.
- Guests may not independently use LMS equipment, consumables, or shared areas or interfere with other users.
- The host Member is responsible for their guest's behavior and adherence to all LMS rules and guidelines.
- Guests must sign our Liability Waiver at the front desk upon arrival and must wear a guest badge while on the premises.
- Guests are welcome on a sporadic basis but not for extended periods or frequent visits unless authorized by LMS staff.
- Class attendees are not permitted to bring guests to any ticketed class.

Parking at LMS

If our parking lot is full upon your arrival, please adhere to the following guidelines for available parking on a first-come, first-served basis in nearby lots, listed in order of proximity and convenience to our space:

- Lot H: Parsons Hall
- Lot I: Baran/Spangler Hall
- Lot K: Charneski Recreation Center
- Lots N & O: Marcus Pavilion

Please refrain from parking in the fire lane (the half circle) between MakerSpace and Parsons Hall, as requested by the college. You may temporarily park in front of the roll-up doors to load or unload your project (if no activities are taking place there), but please move your car as soon as possible to avoid blocking others.

Requests for Accommodations

LMS is committed to providing an accessible space for everyone. If you require an accommodation or service to fully participate in activities, please notify a staff member via email (info@laceymakerspace.org) as soon as possible, preferably at least 24 hours prior to your class or project.

While we will do our best to accommodate short-notice requests, early email notification helps us make the necessary arrangements. In some cases, documentation of the limitation or need for accommodation may be required to provide appropriate support.

Animal Policy

- LMS has a strict no-pets policy. Please leave pets at home.
- Service animals are permitted on-site. For your animal's safety and well-being, we strongly encourage you to consider which areas are appropriate for them. Areas such as the Wood Shop and Metal Shop contain environmental hazards, including loud noises, sharp debris, sparks, molten materials, UV light exposure, and irritants like dust and fumes that could harm your animal.
- Service animals must be tethered to their owner at all times.
- Service animals should not be allowed on furniture, machinery, or tools.
- If a service animal poses a threat to the safety or well-being of others, or creates an environmental hazard, the animal will be asked to be removed or relocated.
- LMS reserves the right to ask what tasks the service animal has been trained to perform if it is not obvious.

Non-Discrimination Policy

LMS does not discriminate against any person, population group, or organization, nor do we tolerate discrimination based on categories protected by applicable United States law. These categories include, but are not limited to, race, color, religion, sex, gender expression, physical appearance, language, educational background, national origin, age, disability, and veteran status.

Anti-Harassment Policy

Harassment is prohibited and will not be tolerated at LMS. Harassment includes, but is not limited to:

- Offensive comments related to race, religion, gender, gender identity and expression, sexual orientation, disability, or physical appearance
- Deliberate intimidation by words, gestures, body language, or menacing behavior
- Unwelcome physical contact or sexual attention
- Comments directly intended to bully, belittle, offend, or otherwise cause discomfort
- Individually photographing, videoing, or making sound recordings of other users without their consent (this does not include LMS-operated overhead cameras or LMS promotional photos)
- Sustained disruption of talks or other events
- Sexually graphic or otherwise inappropriate images in public spaces
- Threats of violence
- Advocating for or encouraging any of the above behaviors

Mindful Communication

LMS is a shared community built on creativity, collaboration, and mutual respect. Our members come from a wide range of backgrounds, life experiences, and perspectives, and we genuinely encourage getting to know one another.

We believe building a better community starts with finding common ground. When conversations happen in shared spaces, please be mindful that others are always nearby. Remember that you are in a public space, and your conversation is part of the shared experience of everyone around you. This includes use of strong language and polarizing social or political commentary, even when casual or unintentional.

Staff and fellow members may ask that you redirect a conversation or take it elsewhere. Please honor such requests graciously. Failure to do so may be treated as a Code of Conduct violation and subject to the same disciplinary process outlined in this agreement.

Firearms and Weapons Policy

Lacey MakerSpace adheres to Saint Martin's University's policy, which prohibits firearms and dangerous weapons on or in any facilities and property, including vehicles parked on campus. Users must obtain pre-approval from LMS staff for any projects involving items that may be considered questionable. Artistic items and accessories are permitted, but they must not pose a safety risk.

Section 1: Prohibited Items

- Devices that expel projectiles by deflagrating (combustion) propellants, including firearm receivers, barrels, magazines, etc.
- Items resembling firearms that cannot expel projectiles.
- Devices altering firearm functionality, such as suppressors, bump stocks.
- Ammunition production activities, including processing primers, gunpowder, cases, and projectiles.
- Swords, illegal knives, or other dangerous instruments.

Section 2: Exempted Items (with conditions)

- Non-deflagrating items propelled by springs, compressed air/gas, electronics, or mechanical action.
- Firearm Accessories such as slings, fasteners, commodity hardware, non-integral sights, bipods, removable stocks, grips, holsters, and bags.
- Exempted items may not be tested for fit or compatibility with any items listed in Section 1.
- Non-firearm devices not resembling actual firearms (e.g., sci-fi, fantasy, steampunk creations) are permitted for creative projects.
- Small knives (e.g., knives used for cutlery, craft, ornamental, utility, and/or engraving purposes) six inches or smaller are allowed for crafting and artistic purposes.

Reporting an Incident

If you experience or witness behavior that violates our policies, we encourage you to address the issue respectfully and directly with the person involved if you feel comfortable doing so. If the issue is not resolved or you prefer not to handle it directly, report it to any staff member. Report incidents to staff within 48 hours of the occurrence. You can choose to make a formal or informal report:

- An informal report involves directly discussing the issue with a staff member, typically addressing it on the spot without further documentation or follow-up.
- Submitting a formal report is when LMS staff document and review the incident to determine the appropriate course of action.

Staff will work with you to address the issue and resolve it fairly and promptly. We may take further action for serious concerns, as outlined in our Disciplinary Action section. All concerns will be handled with confidentiality and respect.

Disciplinary Action
Failure to comply with any elements of this policy may result in disciplinary action. Depending on the severity of the infraction, action may include:

- Serious infractions (e.g., harassment, intentional damage to equipment, safety violations, substance use, or repeated violations) may result in immediate revocation or suspension of membership or services, with no notice or warning.
- Less severe infractions (e.g., failure to clean up, minor misuse of resources) may result in documented warnings.

Users may not receive more than three documented warnings within a 365-day period without disciplinary action. Repeated violations could lead to suspension or termination of membership. If a user disagrees with the disciplinary action taken, they may submit a written appeal to the LMS staff. The leadership team will review the appeal and communicate a final decision within a reasonable timeframe. Lacey MakerSpace will report federal, state, or local law violations to the authorities.

Payments and Billing
Lacey MakerSpace uses Stripe to process all card payments, including membership dues, classes, retail purchases, and the fees described in this agreement. By keeping a payment method on file with LMS, you authorize us to charge it for membership dues, machine time, materials, and other fees outlined in this agreement and in our Billing and Payment Policy, such as no-show and badge replacement fees. The full policy is available on our website, posted in the space, and provided upon request.

Privacy and Data Collection
Lacey MakerSpace is committed to respecting the privacy of all users, including members, volunteers, and class attendees. Any personal information collected during registration, membership, or participation will be used solely to manage services, communicate important updates, and enhance your experience. This information will not be shared with third parties without your consent, except as required by law or for business purposes directly related to our operations (e.g., processing payments).

We may also use general, anonymized data such as membership details (e.g., membership type, payment history, geographic data) and activity information (e.g., attendance, tool/equipment usage, class participation, and engagement in grant-funded programs) to improve our services and support funding efforts.

Additional Policy Information
For more detailed information on the following topics, please refer to the relevant policies available on our website or upon request:

- Liability Waiver (required before participating in any activities at LMS; sign it during the online New Member Safety Orientation or at the kiosk
- New Member Safety Orientation (required for joining members)
- Billing and Payment Policy
- Minor Policy
- Volunteer Policy

These documents are part of our comprehensive policies and procedures to ensure a safe and productive environment for all. Please review them as needed.